

Circuit Court	June 14, 2011	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	5471 Forward three (3) copies to address at left.
Court	Date		
Wicomico			
County			

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	General Accounting Records-CD's, Bank deposit slips, distribution of charges, memorandum of adjustments, monthly reports of State funds collected and deposited.	2330	Sec. II 1	7/1/03- 12/31/07			
2.	Payroll Accounting Records-Payroll and check registers, Exceptions Time Reports		4	2004-2007			
3.	Miscellaneous Accounting Records-Bank books, statements, deposit records, canceled checks, check copies, check stubs, paid bills/invoices, financial reports to State/Local agencies, receipt copies/stubs, receiving reports, reconciliation and trial balance sheets, Renewable licenses, requisitions/purchase orders, 1099 forms and fiscal correspondences. Bar Library statements and canceled checks.		5	7/1/03- 12/31/07			

Destruction Approved by Maryland State Archives

Destruction Certification

7/1/11  
Date

State Archivist

Signature of Court Official

Title

Date